

National
HPV
Vaccination **Roundtable**

**TASK GROUP DEBRIEFING REPORT:
MAY 17th, 2017**

**State Coalitions & Roundtables
Task Group**



Event Summary:

Following two days of listening sessions and networking activities with HPV vaccination coalition members from across the Midwest, the National HPV Vaccination State Coalitions & Roundtables Task Group (Task Group) had the opportunity to gather and reflect on information learned during a debrief session of 15 participants on May 17th, 2017.

Activities kicked off on Tuesday, May 16th following the Iowa Cancer Consortium's *HPV & Cancer Conference* in Ankeny, Iowa. The 90 minute Iowa-only Listening Session brought together members of the Iowa Cancer Consortium's HPV Workgroup along with key stakeholders in the state. Discussions focused on their priorities, challenges and successes and ways the Task Group could support them in their ongoing efforts.



Following this event, the Task Group hosted an invite-only, multi-state coalition leaders informal dinner during which participants were able to connect with their colleagues and learn more from Dr. Debbie Saslow, Vice-Chair of the National HPV Vaccination Roundtable. The evening ended with a fun networking activity that allowed everyone to get acquainted before the next day's activities.

The following morning, participants met for the Midwest Multi-State Listening Session, which took a similar format as the Iowa-only session. Over four hours, participants from nine states (6 in the Midwest) reflected on structured questions and voted on the most promising ideas. Participants had opportunity to network and learn from each other. The Task Group discovered needs and opportunities to support state-level coalitions and workgroups.

Both meeting reports may be found at http://bit.ly/HPVRT_SP.

Attendance included:

- 43 attendees at multistate meeting
- 40 attendees at Iowa meeting
- 6 Midwestern state coalitions represented (IL, IO, KS, MO, NE, SD)
- 3 other state coalitions represented (CA, TX, AL)
- 12 task group members in person, plus 3 call-ins for debriefing

At the end of the Midwest Listening Session, the Task Group came together for three additional hours to discuss and distill the information they had learned over the past two days. A summary of this discussion, the planning process for the next project and reflections on the efficacy of this style of meeting are contained in this report.

Participants:

In addition to members of the National HPV Vaccination State Coalitions & Roundtables Task Group, the Task Group was joined by other special invited guests, including leadership and staff from the American Cancer Society and the Iowa Department of Public Health. The Task Group is made up of individuals from a variety of organizations who are able to provide different perspectives facing state coalitions and workgroups. For this meeting, members of the Task Group, the National HPV Vaccination Roundtable and select specially invited guests were present. See the Multi-State Listening Session Report for a full listing of attendees.

Meeting Agenda:

The goal of the Task Group meeting was to review the information learned over the two days and come to conclusions about next steps. To accomplish this, task group members engaged in productive, participatory conversations focusing on the following topics:

- ✓ Update on the status of the Task Group's work
- ✓ Review of listening sessions and outlining goals for the Task Group meeting
- ✓ Tallying results of vote on their next activity and discussion of how to implement it
- ✓ Reflection on format and results of the two-day meeting

Task Group Update

To begin, there were several important pieces of information shared with the group by Dr. Saslow. In the first place, not only did hosting the meeting fulfill the responsibilities of the Task Group for the year, but it was the first time a Task Group has met in person outside of National HPV Vaccination Roundtable meetings. While there is not a mandate that the Task Group produce another project this year, the group agreed that they wanted to build on the momentum of this meeting in Iowa and find a way to bolster state-level work.

Important Upcoming Dates:

- September 29th, 2017: End of Roundtable's fiscal year
- February 27th-28th, 2018: National HPV Vaccination Roundtable Meeting



Project results will be presented at the national meeting, and project expenditure must occur by the end of the fiscal year.

Review of Listening Session & Goal Setting for the Task Group

The Task Group reviewed the common themes identified in small group work and shared insights from conversations. The group reviewed the topics voted on by the multi-state session attendees. Voting by the attendees to the Multi-State session identified the top support needs as:

<i>Idea for Task Group</i>	<i>Number of Votes</i>
Information to make case to providers, system leaders and health plans and incentivize vaccine uptake	20
Mentoring and matchmaking opportunities for states	11
Continued Medical Education opportunities for providers including webinars	11
Guidance in understanding data	11
Case studies and one-pagers to bring to meetings to easily share messages	9
Quality improvement coaches or opportunities for QI Coach training and meeting facilitation training	8
Guidance and resources for how to bring other stakeholders into existing coalitions	8
List of Evidence Based Interventions	6
Guides on pulling data and codes from EHRs/EMRs	6
Evaluation How-to Guide	5
Cultural competency resources	5
Sharing of worst practices	3
EBIs for communication campaigns	2
Resources on how providers can make the HPV vaccination recommendation	2
Provide a voice for state coalitions at national meetings	2
Connect National Roundtable to state and regional partners	2
Recognition of state work at a national level	1
Website listing key information on each state	1
Information on how to get reimbursements for providers' time spent talking to parents	1

Discussion of Vote:

Among the dozen or so conversation questions addressed, two in particular were the focus of the Task Group:

- (1) What additional information or resources from the National HPV Vaccination Roundtable would be helpful to your coalition and
- (2) In what ways could you imagine the National HPV Vaccination Roundtable supporting states' work across the country.

The participant vote revealed that there are many opportunities to support state-level work and that above all else, **states are looking for existing resources that they can easily adapt and use in their local context**. In several cases, these resources have already been produced by the Roundtable, though this vote and discussions made it clear that they are not widely utilized. For example, there exists a map of state-level work and a Clearinghouse of available resources and education materials. However, if states are asking for these things, it indicates that they may not know that they are available.

Ultimately, the group decided that **the most useful and efficient use of resources would be to create an online implementation guide for state-level roundtables and coalitions**. The guide can bring together existing resources and be “evergreen” as new resources can be added. The goal is to create a central one-stop shop for resources on many of the topics identified as needs by states. While state level coalitions will be the target audience for the guide, the site could include resources that will be helpful to a wide variety of stakeholders. This project can encompass many of the asks of the states and showcase promising practices from states (and online sharing if the technology allows). The guide can help link states to needed resources and act as a **centralized repository** to make finding that information easier.

Potential Challenges:

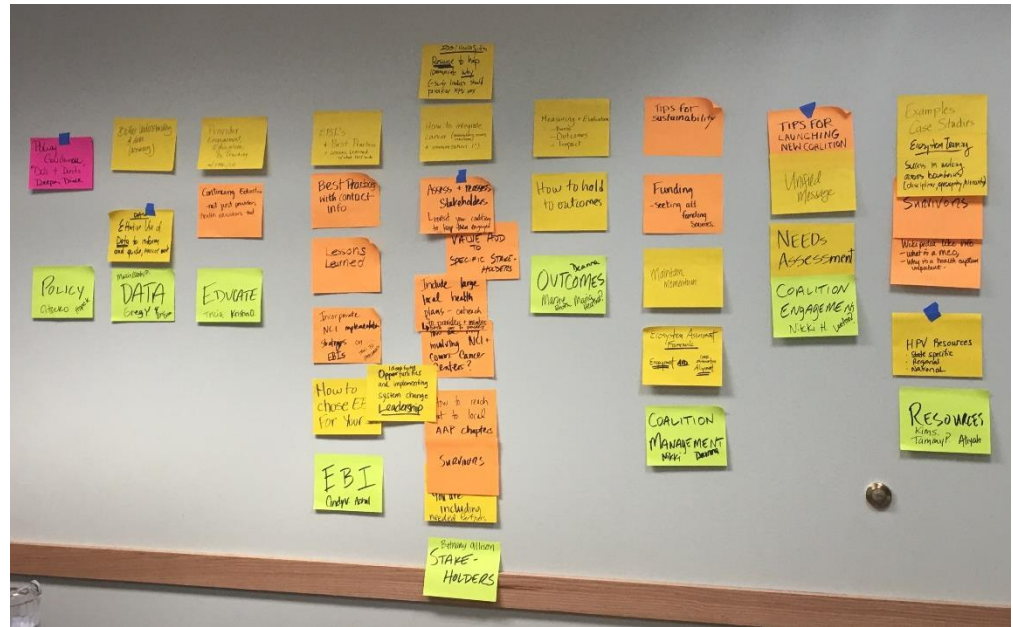
Before moving into brainstorming how to execute this project, the group discussed potential challenges and how to mitigate them. The primary challenges identified were what the exact format of this resource should be and who will be responsible for upkeep. **It was decided that this will be an online resource and that the format will depend on what is actually included in it.** Maintenance and sustainability were also discussed both in terms of how often updates will need to occur and what party will be responsible for maintenance. However, a certain amount of this will need to be addressed once the final format of the implementation guide is decided. The next challenge discussed was the funding and the manpower that will be necessary to make this possible. While the Task Group has very little money left for this fiscal year, this could be an ongoing project. The majority of cost for the guide would come from creation of new content and therefore focusing on existing resources will be important. Additionally, while it will be a Task Group-driven project, it will make sense to include state-level people in its creation. Ultimately, this will be a resource for them and their input will not only help create a useful finalized product, it will also help alleviate some of the time burden on Task Group Members.



A post-note: The National HPV Vaccination Roundtable is developing a new website which will include an area for the centralized repository of resources. The Roundtable will be able to add resources as needed.

State Implementation Guide

To decide what will be included in the guide, the group spent time brainstorming potential topics and then subtopics based on their knowledge of coalition building and on the expressed support requests identified by the stakeholder attendees. Ideas were grouped into larger buckets, with possible technical assistance/project pieces grouped with each topic.



Ultimately, the group decided on nine broad themes that would need to be included. The below diagram outlines the structure of the implementation guide and a brief explanation of possible items for inclusion.

State Implementation Guide Outline:

Coalition Engagement	<p>Tips for launching a new coalition</p> <p>How to create unified messaging across diverse stakeholder groups</p> <p>How to conduct a needs assessment to help determine priorities</p>
Coalition Management	<ul style="list-style-type: none"> • Tips and best practices for sustainability, how to maintain momentum, and how to seek alternate funding • Ecosystem assessment framework to help align priorities with engaged stakeholders
Data	<ul style="list-style-type: none"> • Resources to better understand and interpret data • Best practices for effective data use to inform and guide work
Education	<ul style="list-style-type: none"> • Provider engagement tools • CME and CE resources • Creative education opportunities for all stakeholders • Tools that health educators can utilize
Evidence Based Interventions	<ul style="list-style-type: none"> • Database of who has used what EBIs with contact information • Guide on how to choose the best EBI • Lessons learned from EBI implementation, both what to do and what <i>not</i> to do
Outcomes	<ul style="list-style-type: none"> • Best practices for tracking outcomes • Evaluation toolkit that assesses barriers, impact and outcomes • Advice on how to build on outcomes
Policy	<ul style="list-style-type: none"> • Overview of current policy • "Dos and don'ts when working on policy related projects"
Stakeholders	<ul style="list-style-type: none"> • Resources to help communicate with different types of stakeholders • How to guide to assess and reassess stakeholder list • Guidance on how to identify and recruit new stakeholder groups (eg: health systems, general immunization partners) • Contact information for important stakeholders
Resources	<ul style="list-style-type: none"> • Wikipedia-style information on important topics (eg: What is an MCO? Why is a health system approach important?) • Example case studies of successes of state coalitions • HPV specific resources and data at the national, regional and state level

Debrief on Two-Day Meeting:

As mentioned previously, this was the first time a task group has convened an in-person meeting and the group devoted considerable time to a discussion of what worked about the meeting and what did not work as well.

What worked?	What could be improved?
<ul style="list-style-type: none"> • Ability to have honest conversation with everyone in the room and not just talk about accomplishments but about challenges and failures • Actionable items were able to be determined • Co-locating with existing event helped to draw in people and made logistical planning easier • Keeping a regional focus worked both for networking and logistics • Limiting participants to invited guests • Limiting size of group to be small and not overwhelming • Location! The meeting was held at the Des Moines Zoo and participants enjoyed being outside the traditional conference center • Lots of interaction-members of state coalitions were not forced to remain together • Networking and ice-breakers • Useful to hear challenges and successes from other states-helped to validate everyone's ongoing work • Use of survivor stories to continually remind participants of purpose • Using same framework (ie. same questions) for both the Iowa-only Listening Session and the Midwest Multi-State Listening Session 	<ul style="list-style-type: none"> • Challenge of co-location is that people are tired at the end of a conference • Confusing logistics with several agendas sent • Do not allow one person to dominate conversation; this happened in Iowa-Only Listening Session discussion group • Ensure everyone is on the same page; it was unclear if everyone at Iowa-Only Listening Session knew that this was hosted by the National Roundtable • Gallery Walk: allow ample time for each group to add their thoughts, ask questions, and make sure facilitators are skilled at this • Improve and test audio visual equipment to allow participants to call or video conference into meetings like this

Based on this discussion, the Task Group determined that **the framework of this meeting was effective and that it would be a good idea to replicate it in other regions.** With Task Group members spread across the country, various meetings could be hosted to gain other regional perspectives. Based on feedback from state coalition members, it is also evident that they appreciated being connected to the National Roundtable and they felt that their opinions were valued.

Following the debriefing, Task Group members were asked to fill out a survey about meeting activities. Survey results found that the meeting largely met and surpassed set objectives:

Evaluation of Meeting Objectives by Task Group Members	
Meeting Objective	Evaluation Results (n=11)
Obj. 1: Create new networks and idea exchange between state coalitions and the National HPV Vacc. Roundtable task group members	73% surpassed goal 17% met goal
Obj. 2: Team for success and develop interpersonal rapport among task group members	45% surpassed goal 45% met goal 10% somewhat met goal
Obj. 3: Facilitate task group understanding of Midwest HPV coalitions needs/wants/expectations	82% surpassed goal 18% met goal
Obj. 4: Spur common action for task group project	64% surpassed goal 36% met goal

In addition:

- 100% of Task Group members left with increased understanding of state coalition needs and challenges
- 100% reported increased satisfaction with the National HPV Vaccination Roundtable
- When asked what they most enjoyed about attending the events, participants noted:
 - Putting faces to voices of task group members
 - Opportunity to hear from key stakeholders and coalition leaders
 - Networking time with state & national leaders
 - Action planning
 - location
 - camaraderie



Key Takeaways and Next Steps

In closing, members of the Task Group reflected that they felt re-energized to continue their work. Armed with two days of feedback and conversation, the group expressed that they feel ready to tackle

their collaborative project and that the meeting will help them to improve their ability to support state level work.

In a parting reflection, Task Group members shared their personal highlights, which reflected the impact of bringing together this group of individuals. For some, they expressed the importance of **conducting this meeting in person** and being able to put a face to the names of people they constantly communicate with. Others spoke of how this meeting **re-energized** them and reminded them of the importance of the work they do. Throughout the two days, the sheer **power of HPV cancer survivor stories** was discussed both for its importance in drawing attention to the topic and in reminding those who work in it about what they are fighting for. Finally, **it was agreed that the meeting and the listening sessions surpassed expectations in terms of the honest, interactive, and engaging conversations.**

The group agreed to break into smaller work teams to build out the nine identified themes. Groups would meet in June and early July, reporting back in on the July 2017 task group call. Teams would identify existing resources and identify new opportunities for creating additional resources. The group will then review and prioritize the possible opportunities. The findings from both the Iowa and multi-state meeting will be disseminated to state coalition stakeholders, members of the Roundtable, and via the National HPV Vaccination newsletter. It will be incumbent on the Task Group to share project updates with the Midwest stakeholders to demonstrate follow-up on May's discussions, and to reduce duplication of effort. Clearly, there are abundant opportunities ahead to support state-level efforts.

